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MEMORANDUM FOR: [] Personnel Office

SUBJECT: Security Hearing Board Duty

1. This is to advise you that your name has been submitted to the Civil Service Commission as a member of the Central Intelligence Agency who is qualified to sit on Security Hearing Boards convened pursuant to Executive Order 10450.

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2. Your attention is invited to CIA Regulation [] especially Sections 8, 9 and 10. This regulation is comparable to the regulations on Security Hearing Boards of other Federal agencies and departments.

3. Your name will now appear on a Security Hearing Board Roster issued by the Civil Service Commission. You may expect from time to time to receive calls from other Government agencies and departments asking you to participate as a member of a security hearing board. Prior to accepting any such assignment you should coordinate the request with the Personnel Director who will maintain a "request roster" and who will attempt to distribute the hearing board duty as equitably as possible among the Agency officials designated for such duty.

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15/
L. K. White
Acting Deputy Director
(Administration)

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OPD: [] eeh (31 July 1953)

Distribution:

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